

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)

PERFORMANCE ASSESSMENT / SITE VISIT REPORT

PROGRAM: Safe Alternatives to Violent Environments

1. Grant Award Number(s) DV09 09 8636

Date of Site Visit: June 23,
2010

2. Grant Award Period:: July 1, 2010 - June 30, 2010

3.. Recipient/Implementing Agency: Safe Alternatives to Violent Environments

4. Project Director:: Kate Hart

PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
<u>Rodney Clark</u>	<u>ED</u>	<u></u>
<u>Jayant Mehta</u>	<u>Finance Manager</u>	<u></u>
<u>Kate Hart</u>	<u>Director</u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Program Specialist:

Date

Section Chief:

Date

Recipient/Project Representative:

Date

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW

YES NO N/A

1. OPERATIONAL DOCUMENTS

Review hard copy/verify the ability to access on line:

- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| • The Cal EMA Recipient Handbook (R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Approved Grant Award Agreement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The RFA/RFP (supersedes the requirement of the R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Program Guidelines (supersedes the requirement of the R.H.) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

2. FIDELTY BOND - COMMUNITY BASED ORGANIZATION (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| • Obtain copy of required CBO bonding? [R.H. Section 2161]
<i>Does <u>not</u> apply to state, city, or county units of government.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the bond show: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bonding company name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Description of coverage | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Amount of coverage (50% of allocation) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond period | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Grant award number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond include Form A (Employee Dishonesty) and Form B (Forgery Coverage)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Is Cal EMA named on the bond as the beneficiary? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: Jay to get a copy

3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| • Does the project have their CEQA documentation on file? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Comments:

4. PROOF OF AUTHORITY (R.H. Section 1350)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? *Ask for copy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments:

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW

YES NO N/A

5. ORGANIZATIONAL CHART

Review the organizational chart.

- Are all budgeted positions identified?

☒ ☐ ☐

Comments:

6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). [R. H. Section 7500]
(*Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.*)

☒ ☐ ☐

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments: Quickbooks,

7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130]
- Does policies include:
 - Maintenance of personnel files for all paid and volunteer
 - staff including job applications, salaries, benefits, and current job duties/descriptions
 - A current Drug Free Workplace policy statement on file signed by the employee? [R.H. Section 2152]
 - Work hours
 - Compensation rates
 - Overtime
- Did the Board approve the agency's current personnel policy?

☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐

Comments: in-kind match volunteer timesheets add funding sources, October 17, 2007, Board approved personnel,

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A. ADMINISTRATIVE REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
8. <u>FUNCTIONAL TIMESHEETS</u>			
• Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: in-kind match volunteer timesheets add funding sources, currently using volunteer hours for in-kind match, might possibly change to lease rental; submit electronically to paychex, ensure staff sign timesheets

9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Name of individual who approves purchases:
individual managers: Kate Hart, Rodney Clark, Sherri Plaza,
Jay Mehta | | | |
| ○ Name of individual who writes checks:
Jay Mehta | | | |
| ○ Name of individual(s) who signs checks:
Rodney Clark, Sheri Plaza, Ruth Trayler, Brendon Ateley,
>\$250 requires two signatures | | | |

Comments: Roger Espino supports FO/bookkeeper PT;

10. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| • Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the project maintain an accurate inventory log of equipment purchased with grant funds? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Comments: no equipment purchased with funds

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW

YES

NO

N/A

PROJECT EXPENDITURES

- Is the project's expenditure rate commensurate with the elapsed period of the grant? ☒
- Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? ☒
- Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)? ☒
- Is the project up-to-date with the submission of Cal EMA Form 2-201? ☒

☒☐☐☒☐☐☒☐☐☒☐☐

Comments:

11. MATCH REQUIREMENTS

- Does the project have a match requirement? ☒
- Is the project meeting the match requirement? ☒
- Review the supporting documentation to substantiate cash or in-kind match. ☒

☒☐☐☒☐☐☒☐☐

Comments: plan to review in-kind DV10

12. EEO POLICY

- Go over EEO checklist. (Separate document)

☒

Comments:

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

B. SUPPLEMENTAL PROGRAMMATIC REVIEW

YES NO N/A

1. PROGRAM GOALS AND OBJECTIVES

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives? ☒ ☐ ☐
- Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives? ☒ ☐ ☐

Comments: crisis calls projected 1,000 but currently under at 739; refer out to Bay Area legal services;

2. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements. ☒ ☐ ☐

Comments:

3. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form? ☒ ☐ ☐
- Review the project's file system and data collection process. ☒ ☐ ☐

Comments: R client- software used for database tracking

4. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement? ☒ ☐ ☐

Comments:

5. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement? ☒ ☐ ☐

Comments:

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<u>DIRECT SERVICES</u>			
1. Maintain 24-hour crisis hotline			
<ul style="list-style-type: none"> • Crisis line staffed 24 hours a day, 7 days a week. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Documentation procedures ensure accurate statistical data on progress report (PR). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: hotline schedule, on-call list during midnight 8am</i>			
2. Counseling to adult DV victims			
<ul style="list-style-type: none"> • Free individual and group counseling provided to adult DV victims. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If counseling referred, OA on file with service providers. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Documentation procedures ensure accurate statistical data on PR. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: OA do all counseling, not referred out</i>			
3. Business Center			
<ul style="list-style-type: none"> • Business center open during routine business hours. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Staff coverage provided during lunchtime and staff meetings. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Documentation procedures ensure accurate statistical data on PR. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: 9:00am - 5:00pm, after-hour work weekend</i>			
4. Emergency Shelter			
<ul style="list-style-type: none"> • Physical shelter exists 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Emergency shelter provided to DV victims and their children 24 hours per day. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Victims and children with disabilities accommodated. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Children's services provided. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Accommodations for schooling made while children are in shelter. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Written protocol for reporting suspected child abuse in place. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Documentation procedures ensure accurate statistical data on PR. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: Fremont USD for services for schooling needs</i>			

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C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	YES	NO	N/A
5. Emergency food and/or clothing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency food and/or clothing provided to DV victims and their children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If emergency food and/or clothing is referred, OA on file with service providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: provide in-house; donated clothes, program purchases their own food and accepts donations, Tri-City; Administrative Recommendation regarding OA for this area</i>			
6. 24 hour emergency response to Law Enforcement (LE)			
• Written protocol in place to address LE referrals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Current OA on file with local LE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
7. 24 hour response to hospital emergency rooms			
• Written protocol in place to address emergency room referrals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Current OA on file with local emergency rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: update MOU to reference domestic violence services</i>			
8. 24 hour transportation to shelter or other safe location			
• Emergency transportation provided 24/1 to shelter to other safe location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: use two vans only one for client transports</i>			
9. Counseling to children of DV victims			
• Free, age-appropriate counseling provided to children of DV victims.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
• If counseling is referred, OA on file with service providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: in-house services provided</i>			
10. Court and Social Service Advocacy for DV victims			
• Victim advocacy to social services agencies provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Court accompaniment provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
11. Legal Assistance			
• Legal assistance with TRO's and other protective and/or custody orders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If legal assistance is referred, OA on file with service providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
12. Local community services			
• Involvement in local DV Council or other collaborative partnerships.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Referrals made to other agencies in the DV services network.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
13. Household establishment			
• DV victims receive assistance establishing a new residence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If household establishment assistance is referred, OA on file with service providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: update expiration dates for OA's

▪ **40-HOUR TRAINING**

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Can the project ensure advocates working with victims meet the requirements of a “domestic violence counselor” pursuant to Evidence Code §1037.1(a)(1)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments: missing certificates in files w/ attached summary for staff/volunteers; A Safe Place, Building Futures, CORA, La Casa de las Madres, etc.

- | | | | |
|---|--------------------------|--------------------------|-------------------------------------|
| 2. Does the project have a current Training Summary/Training Syllabus which meets the requirements of Training Curriculum Resource and Development Guide? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|---|--------------------------|--------------------------|-------------------------------------|

Comments: n/a

▪ **ADDITIONAL REQUIREMENTS**

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Do the written policies pertaining to the provision of all services are inclusive of all domestic violence victims and their children per the RFA. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Comments: recommend

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 2. Does the project provide alternative shelter and other services through motel vouchers and referrals, to the best of their abilities, to all victims of domestic violence served through this program per the RFA? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Comments:

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 3. Does the project have a children’s program in their shelter facility per the RFA? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments:

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
4. Does the project make arrangements for school aged children to continue their education during their stay at the shelter per the RFA? <i>Comments:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the project have a documented for the handling and storage of confidential client information per the RFA? <i>Comments:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

D. ADDITIONAL COMMENTS:

NOTES:

shelter has 6 bedrooms, 4 bathrooms, 5300 sq. footage, houses up to 30 people; average capacity is 22-25

For Federally Funded CBOs and All State Funded Recipients (Monitoring/Site Visits)

RECIPIENT(s):	<u>Safe Alternatives to Violent Environments</u>
IMPLEMENTING AGENCY:	<u>Safe Alternatives to Violent Environments</u>
GRANT AWARD #(s):	<u>DV09 06 8636</u>
FEDERAL \$:	<u>\$161,151 w/o match; \$205,189 w/match</u>
STATE \$:	<u>\$28,905 w/o match; \$31,796 w/match</u>
CONTACT PERSON AT SITE:	<u>Kate Hart</u>
TELEPHONE #:	<u>510.316.9692</u>
E-MAIL ADDRESS:	<u>residentialdirector@save-dv.org</u>

State funded recipients, Community Based Organizations (CBOs), Indian Tribes and Educational/Medical Institutions are exempt from the U.S. Department of Justice requirement of developing an EEOP. CBOs however are monitored by the U.S. Department of Health and Human Services in EEO compliance matters.

All California Emergency Management Agency (CalEMA) recipients, regardless of the type of entity or the amount awarded, are subject to the prohibitions against discrimination in any program or activity and may be required by CalEMA or the U.S. Department of Justice, through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population and their employment practices comply with civil rights requirements.

The following is to assure that CalEMA recipients receiving State and Federal financial assistance are in compliance with civil rights requirements. Please verify that the following EEO documents are available at the site/monitoring visit. If they are not available, please note on this checklist and forward to the EEO Office.

<input checked="" type="checkbox"/>	<p>1. EEO POLICY - A current Equal Employment Opportunity Policy Statement. The statement should specifically state that the agency is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex (including pregnancy, childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), or disability (medical and physical, including HIV and AIDS), and denial of family medical care leave and pregnancy leave. Additionally, this policy must also apply to deliveries of services to clients and volunteers. This policy must be posted in a prominent place accessible to employees, applicants and clients.</p> <p>YES <input checked="" type="checkbox"/> (Request a copy of the policy and indicate if has been issued to staff.) NO <input checked="" type="checkbox"/> (Provide attachment 1B)</p>
<input checked="" type="checkbox"/>	<p>2. SEXUAL HARASSMENT POLICY - A current policy specifically stating all employees have a right to work in an environment free from all forms of discrimination, including sexual harassment, retaliation and hostile work environment.</p> <p>YES <input checked="" type="checkbox"/> (Request a copy of the policy.) NO <input checked="" type="checkbox"/> (Provide attachment 2B)</p>
<input checked="" type="checkbox"/>	<p>3. DISCRIMINATION COMPLAINT PROCEDURE - Has the recipient adopted a discrimination complaint procedure for filing complaints, both for their employees, volunteers and clients?</p> <p>YES <input checked="" type="checkbox"/> (Request a copy of the procedure.) NO <input type="checkbox"/> (Provide attachment 3B)</p>
<input checked="" type="checkbox"/>	<p>4. NONDISCRIMINATION POSTER - The CA Department of Fair Employment and Housing (DFEH) poster entitled "Harassment or Discrimination in Employment is Prohibited by Law" must be posted in a conspicuous location accessible to employees and applicants for employment.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> (Provide attachment 4A)</p>
<input checked="" type="checkbox"/>	<p>5. PUBLICATIONS – Does the recruitment materials or publications include a policy statement of nondiscrimination for participants, beneficiaries, applicants, or employees?</p> <p>YES <input checked="" type="checkbox"/> (Request copy of document) NO <input type="checkbox"/></p>
<input checked="" type="checkbox"/>	<p>6. COORDINATOR - Has the recipient identified a person responsible for coordinating</p>

complaints?

NAME: **Rodney Clark**

TITLE: **Executive Director**

PHONE: **510-574-2250**

E-MAIL: **executivedirector@save-dv.org**

- ☒ **7. FINDINGS OF DISCRIMINATION** – Has the agency had any findings of discrimination issued in the last five years by the Agency, Federal/State Court, or Federal/State administrative agency (i.e. Equal Employment Opportunity Commission (EEOC), California Department of Fair Employment and Housing (DFEH), etc.).

YES ☐

NO ☒

- ☒ **8. ALLEGATIONS OF DISCRIMINATION** – Has the agency been made aware of any current allegations of discrimination within the (last 2 years) originating from an employee, volunteer or client?

YES ☐

NO ☒

- ☒ **9. DISSEMINATION of the Equal Employee Opportunity Plan and the Equal Employment Opportunity Policy** - A plan to disseminate the EEO Plan and the EEO Policy to all employees, volunteers, clients and to the general public.

YES ☒ (Request a copy)

NO ☐ (provide attachment 10A)

- ☒ **10. LIMITED ENGLISH PROFICIENCY (LEP)*** – Has the recipient taken reasonable steps to ensure meaningful access to their programs, services, and information on the services the recipient provides, free of charge? Additionally, has the recipient established and implemented policies and procedures for language assistance services that provide LEP persons with meaningful access, i.e. oral interpretation services, bilingual staff, telephone interpreter lines, written language services, community volunteers, etc.

YES ☒ (Request a copy)

NO ☐ (provide attachment 11A)

*Persons who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English can be limited English proficient (LEP).

I hereby certify this EEOP Checklist is accurate and complete to the best of my knowledge.

PROGRAM SPECIALIST NAME: Cassandra Burgess-Alex

PROGRAM SPECIALIST TELEPHONE: 916-327-8707

DATE: 6/23/2010

COMMENTS:

8/12/2010

updating EEO policy in general, update to add "hostile work environment", add EEO reference to all publications and handouts

Upon completion, please send a copy of this checklist to Lisa Abila, EEO Compliance Officer, CalEMA Headquarters.

(1/2/09)